



NATIONAL  
APPRENTICESHIP  
STANDARDS

# photoengravers

 **COMMERCIAL ESTABLISHMENTS**

FORMULATED BY THE AMERICAN PHOTOENGRAVERS ASSOCIATION AND THE  
INTERNATIONAL PHOTO-ENGRAVERS' UNION OF NORTH AMERICA

in cooperation with

U. S. DEPARTMENT OF LABOR • BUREAU OF APPRENTICESHIP • WASHINGTON, D. C.

1953 Edition



## APPROVED BY

### Executive Council International Photo-Engravers' Union of North America

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JUNE 10, 1949

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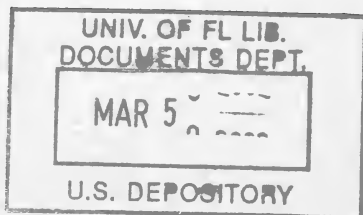
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JUNE 10, 1949

Program registered as incorporating  
the basic standards of the  
**FEDERAL COMMITTEE ON APPRENTICESHIP**

U. S. Department of Labor  
MARTIN P. DURKIN, *Secretary*  
Bureau of Apprenticeship  
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## FOREWORD

In view of the high quality workmanship required in the photoengraving industry and the necessity to maintain at all times an adequate force of thoroughly trained craftsmen, the national standards of apprenticeship jointly sponsored and formulated by the American Photoengravers Association and the International Photo-Engravers Union of North America should meet a long-felt need.

The comprehensive, carefully planned standards adopted, which are based on the long experience of employers and labor in training apprentices in the wide variety of operations in the craft, should prove indispensable as a pattern in every locality in establishing uniform, well organized apprenticeship programs. The expansion of apprentice training activities resulting will, I am sure, be invaluable to the photoengraving industry in building up and maintaining an ample supply of competent, versatile craftsmen; and will provide opportunities for careers in a highly skilled occupation to the young men selected for the thorough training assured under the programs established.



## **A GUIDE IN ESTABLISHING LOCAL APPRENTICESHIP SYSTEMS**

The Art Preservative of All Arts—Printing—requires, among other processes, photoengraving. This important part of allowing the people to see as well as read requires workmen of the greatest skills. These skills have been acquired and passed on from one workman to another over the years. This method of acquainting new people in the industry with the intricacies of the photoengraving trade is called apprenticeship.

The need for closer attention to the apprenticeship within the photoengraving industry is recognized by the memberships of the American Photoengravers Association and the International Photo-Engravers' Union of North America. Consequently, these two organizations have joined cooperatively in the development of these National Standards of Apprenticeship.

It is the intent of the organizations that this document be recognized and used as a guide in the development of highly skilled journeymen through the methods of apprenticeship in local communities.

It is hoped this system and basic fundamentals can be followed in all communities. This is suggested with recognition that each and every community is different and each and every plant is somewhat different. Adjustments to meet local conditions can readily be made by a Joint Apprenticeship Committee of employees and employers who are familiar with such conditions.

# **NATIONAL APPRENTICESHIP STANDARDS for COMMERCIAL ESTABLISHMENTS in THE PHOTOENGRAVING INDUSTRY**

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## **DEFINITIONS**

The term "Employer" shall mean any employer who subscribes to the terms and conditions of standards prescribed by the Local Joint Apprenticeship Committee and who has the facilities and equipment to properly train apprentices.

The term "Union" shall mean any Local Union of the International Photo-Engravers' Union of North America.

The term "Apprentice" shall mean a person who has signed an Apprenticeship Agreement with an employer to learn the photo-engraving trade as outlined in these standards.

The term "Apprenticeship Agreement" shall mean a written agreement between an employer and the person employed as an apprentice, which agreement shall be registered by the Registration Agency.

The term "Committee" shall mean the Local Joint Apprenticeship Committee usually composed of three members representing the employer and three members representing the Union, plus one alternate member from each group to act in the absence of a regular member and the alternate shall be privileged to attend all meetings of the Committee.

The term "Registration Agency" shall mean the State Apprenticeship Council, or in States where there are no councils, the Bureau of Apprenticeship, United States Department of Labor.

The term "Standards" shall mean the Apprenticeship Training System.

## **ORGANIZATION OF THE COMMITTEE**

The Committee shall determine the time and place of regular meetings, or meet on call of the Chairman, who shall be required to issue such call upon request of any two members of the Committee.



The Committee shall establish such rules and policies governing its administrative procedure as are required.

Consultants—The Committee will utilize the services of individuals and representatives of agencies or organizations specializing in apprenticeship.

## **DUTIES OF THE COMMITTEE**

- A. To determine the shop facilities available for acquiring the necessary experience on the job.
- B. To establish minimum standards required for shop experience and related instruction for apprentices.
- C. To establish standards for appraisals to determine progress of apprentices in manipulative skills and technical knowledge.
- D. To establish standards for examination of apprentices, and upon apprentices passing such examination to recommend to the Registration Agency that Certificates of Completion of Apprenticeship be awarded.
- E. To prepare standards and agreements for submission to the Registration Agency.
- F. To maintain a record-keeping system showing the progress of each apprentice at his work on the job and in his related instruction, and any other records that the Committee shall decide to keep.
- G. In general, to be responsible for the successful operation of photoengraving apprenticeship under these standards, by performing the duties listed above, by cooperating with public and private agencies which can be of assistance, by obtaining publicity in order to develop the support and interest of the public in apprenticeship and by keeping in touch with all parties concerned.

## **QUALIFICATIONS FOR APPRENTICESHIP**

Applicants for a photoengraving apprenticeship, not heretofore connected with the trade, must be at least 18 years of age; provided, the Committee may make exceptions to this age limit in exceptional and unusual cases.

Education: Each applicant should have a high school education or its equivalent; provided, the Committee may make exceptions to this requirement for applicants who are war veterans, those with unusual aptitude, previous experience, or other qualifications acceptable to the Committee. The applicant should furnish the employer and the Committee a transcript of his high school courses and grades, if available, for review.

Physical examination: Each applicant shall furnish the Committee evidence of having passed an examination of physical fitness.

Applicants having experience in the trade may be admitted to advanced standing when they demonstrate their qualifications for such credit in a manner satisfactory to the Committee.

## **TERM OF APPRENTICESHIP**

The term of apprenticeship shall not be less than 5 years.

## **PROBATIONARY PERIOD**

Apprentices shall be subject to a probationary period not exceeding 3 months of employment. During this probationary period cancellation of the apprenticeship agreement will be made by the Committee upon request of either party, but due notice shall be given the Registration Agency.

## **CONTINUITY OF EMPLOYMENT**

It shall be the duty and responsibility of the employer to provide, insofar as possible, continuous employment for all apprentices.

## **APPRENTICESHIP AGREEMENT**

All accepted applicants for apprenticeship shall sign an apprenticeship agreement (countersigned by parent or guardian if a minor), which shall also be signed by the employer and others if so decided by the Joint Apprenticeship Committee. Every apprenticeship agreement entered into under an apprenticeship should contain a clause making the standards a part of the agreement with the same force and effect as if written therein. For this reason every interested party shall be furnished with a copy of the standards and given an opportunity to read them before the agreement is signed. The number of copies of an agreement to be signed shall be determined by the Joint Apprenticeship Committee who shall also decide how they are to be distributed.

## **IDENTIFICATION OF APPRENTICES**

Each apprentice, upon signing an apprenticeship agreement, shall be furnished with an identification card.

## **WORK EXPERIENCE**

During his apprenticeship the apprentice shall receive such instruction and experience in the photoengraving process as is necessary to develop a practical and skilled craftsman, versed in the theory and

practices of the craft. He shall also perform such other duties as are commonly related to a photoengraving apprenticeship. The apprentice shall have the right to appeal to the Committee if, in his opinion, he is being given insufficient or improper training. It shall be the duty of the Committee to arrange such adjustments as it deems necessary. The agreement form furnished by the Registration Agency may be used and shall include the schedule of processes.

The trade of Photoengraving embraces separate branches, any and all of which are recognized as apprenticeable and require a minimum of 5 years to learn. These apprenticeship standards take within their scope these branches which are as follows: Photographing, stripping, etching—copper and zinc, finishing, routing, blocking, proofing, tint-laying, masking, and such other branches of work as may be employed.

Apprentices under agreement to learn any one of the above branches of the trade will be taught how to perform all phases of work in that branch as well as a theoretical knowledge of the other branches sufficient to enable the apprentice to understand them.

Following is a break-down of the work processes that come within the scope of each branch. The apprentice shall receive instruction in all phases of the trade sufficient to insure him of becoming a competent craftsman at the completion of his apprenticeship. However, in developing work processes, consideration should be given to the type of work being done and the facilities available for training. The following work processes will be taught apprentices but not necessarily in this order:

#### PHOTOGRAPHER

##### *Work experiences to be learned on the job*

Camera operation.  
Camera preparation.  
Copy preparation.  
Preparation of sheet film and roll film.  
Light adjustments.  
Camera adjustments.  
Making of line and halftone negatives using film, wet plate and dry plate.  
Use of screens and filters.  
Mixing and use of chemicals.  
Use of light meters.  
Dark-room developing.  
Care and handling of film and negatives.  
Making color process negatives—from Kodachrome, Carbro prints, and Illustrations.  
Drop-out and stunt photography.  
Making highlight overlays and masks.  
Reworking poor and damaged negatives.

##### *Related instruction in and out of plant*

General fundamental knowledge of all processes in all branches of photoengraving.  
Study of manufacturers' manuals and data on camera, film, emulsions, and plates.  
Studying formulas and proper mixing of chemicals. Camera adjustments and finished results.  
Length of exposure and development.  
Types of films used.  
Types of screens used.  
Care of screens.  
Types of filters.  
Care of art work and copy.  
Knowledge of copy and color values.

*Work experiences to be learned  
on the job*

Rudiments of stripping, printing, and etching.

*Related instruction in and out  
of plant*

Working with journeymen in these branches to evaluate a keener sense of photo-mechanical science.

STRIPPER-PRINTER

Use of printing frames.  
Use of arc lamps.  
Use of plate whirler.  
Preparation of wet plate, emulsion, and film.  
Setting up nonstrip film.  
Cutting and squaring of negatives.  
Stripping straight flats.  
Stripping combinations.  
Stripping for double prints or surprints.  
Stripping to register with overlays or blue prints.  
Making blue prints.  
Opaquing for drop-outs.  
Opaquing for color separation.  
Mixing enamels and ink print solutions.  
Preparation of copper and zinc for coating.  
Coating and whirling metals.  
Printing straight flats.  
Printing double prints and printing-in tints.  
Developing of exposed zinc and copper plates.  
Drying and burning of coatings.  
Contact printing of glass negatives on metal.  
Rudiments of photography, copper etching, and zinc etching.

General fundamental knowledge of all processes in all branches of photo-engraving.  
Study of manufacturers' manuals and data on lamps, whirler, printing frames, films and plates.

Study of basic characteristics of copper and zinc.  
Use and care of opaquing brushes and solutions.

Knowledge of arc lamps.  
Length of exposure time and results.  
Knowledge of enamels and printing solutions.  
Methods of cleaning glass and metals.

Working with journeymen in these branches to evaluate a keener sense of photo-mechanical science.

ZINC ETCHER

Judging negatives.  
Preparation of plate for etching.  
Preparation of acid for etching.  
Checking prints to determine satisfactory for etching.  
Painting up solids and dead metal.  
Application of topping powder.  
Burning in, painting, and cooling of zinc plates.  
Use of etching machines.  
Etching in tub and machine—line, half-tone, and Ben Day.  
Scum removal.  
Polishing plates.  
Painting up for drop-outs.

Fundamental knowledge of all branches of photoengraving and all processes.  
Study manufacturers' manuals and data on metals and etching solutions.

Judging tonal values of tints and highlights.  
Problems of shrinkage and undercutting and reasons to avoid.

Basic knowledge of painting solutions.  
Information on methods of saving plates partially etched.

## ZINC ETCHER—continued

### *Work experiences to be learned on the job*

Re-etching.  
Making zinc halftones.  
Burning in and etching combination  
copper plates.  
Rudiments of photography, stripping,  
printing, and finishing.

### *Related instruction in and out of plant*

Safety information.

Working with journeymen in these  
branches to evaluate a keener sense of  
photo-mechanical science.

## COPPER ETCHER

Analyzing print on metal for the proper  
etching for tone and depth.  
Cleaning plates.  
Preparation of plates for etching, remov-  
ing scum, etc.  
Staging.  
Spotting and retouching.  
Use of hydrometer.  
Judgment of negatives.  
Care and use of electric etching ma-  
chines.  
Preparation of etching solutions.  
Stopping-out unetched portions of plates.  
Flat etching for depth and tone.  
Dipping plates.  
Brushing plates.  
Action of chemicals and acids.  
Determine time needed in solution.  
Determine proper depth and size of dot.  
Burning in enamels.  
Removal of shoulders.  
Use of magnesium chalk to determine  
tonal value.  
Staging for tone values and tone sepa-  
ration.  
Use of crayon.  
Blending edges.  
Burning-in of enamels.  
Use of chalk remover solution.  
Short etch bath.  
Fine etching of highlights.  
Etching for proper color values of color  
process plates.  
Rolling up plates for re-etching.  
Rudiments of photography, stripping,  
printing, and proofing.

Knowledge of various types of plates,  
sizes and gage.  
Study of manufacturers' manuals and  
data on copper and etching machines.  
Knowledge of chemical formulas and  
uses.  
Causes of scum and elimination.

Etching solutions, their characteristics  
and graded strength.  
Etching by multiple bath.  
Measuring instruments and their use.

Proper use and care of staging brushes.  
Proper use of crayon to produce hard  
and soft effects.  
Study of plates relative to copy.  
Judging for tonal value, highlights, and  
color value.

Working with journeymen in these  
branches to evaluate a keener sense  
of photo-mechanical science.

## FINISHER

Care and sharpening of tools.  
Selection of proper tool.  
Checking etched plates with original  
copy.

General knowledge of all processes in  
all branches of photoengraving.  
Methods of sharpening tools and how  
to properly care for them.

# FINISHER—continued

## *Work experiences to be learned on the job*

Trimming line plates.  
Repairing damaged plates.  
Removing imperfections from halftone plates.  
Trimming copper plates.  
Burnishing.  
Removal of enamel from plates.  
Outlining.  
Draw tooling and ruling.  
Use of screen tools and cross liners.  
Vignetting.  
Transferring and cutting for register.  
Re-engraving.  
Finishing color process plates to various publication standards.  
Rudiments of photography, etching and proofing.

## *Related instruction in and out of plant*

Operation of hand press for transferring and cutting.  
Study information on all types of metal used in plant.  
Publication specifications and color sequences.  
Working with journeymen in these branches to evaluate a keener sense of photo-mechanical science.

## TINT LAYER (Ben Day)

Use and care of Ben Day screens.  
Cleaning and preparation for mechanical dot application.  
Checking prints with copy.  
Painting in.  
Gumming and opaquing.  
Tint laying.  
Tint removing.  
Analysis of tonal values to be applied to plate for best practical printing results.  
Applying Ben Day screens and other shading mediums to secure tone values required.  
Care and use of rollers used in inking screen.  
Further skill in application of Ben Day screens and other shading mediums for faster operation.  
Ben Day tint laying on proper angle in two or more colors.  
Reversing prints.  
Rudiments of stripping, printing and proofing.

Knowledge of Ben Day screens and possible uses.  
Knowledge of tone values and their relations.  
Knowledge of color values and best uses.  
Types and proper use of brushes and inks for painting up.  
Fundamental knowledge of all processes of all branches of photoengraving.  
Working with journeymen in these branches to evaluate a keener sense of photo-mechanical science.

## ROUTER AND BLOCKER

Operation and care of equipment.  
Sharpening and resetting tools.  
Routing zinc.

Knowledge of all types of routing machines, planers, saws, beveling machines and cutting tools.

*Work experiences to be learned  
on the job*

Beveling and lining plates.  
Making tint blocks.  
Routing copper, brass and other alloys.  
Patching various plates.  
Soldering and welding.  
Mounting line and halftone plates.  
Assembling plates on blocks.  
Registering color plates on blocks.  
Squaring and trimming blocks planing  
for type high.  
Soldering and patching.

Rudiments of etching and finishing.

*Related instruction in and out  
of plant*

Knowledge of zinc and working qualities.  
Knowledge of metals used and welding qualities.  
Study requirements of different mechanical standards by publications.  
Study of manufacturers' manuals on machines and metals.  
Types of nailing machines.  
Types of woods and care in handling and storage.  
Study of other types of mounting.  
Working with journeymen in these branches to evaluate a keener sense of photo-mechanical science.

PROOFER

Operation and care of presses.  
Care of rollers and printing inks.  
Use of overlays and underlays.  
Checking proofs with copy.  
Single color proofing.

Color proofing and ink sequences.  
Registering plates on and off the block.  
Marking proofs for re-etching and additional finishing.  
Mixing and matching colors.

Proofing of process color plates—mounted and unmounted with bearers.  
Making and use of friskets and masks.

Rudiments of etching, finishing and final printing.

Study of manufacturers' manuals on presses, paper, and inks.  
Types of inks and paper.  
Publication specifications.  
Proper packing for press.

Relation of various papers and various types of ink.  
Transparent and opaque printing inks.

Study of color and color values.  
Amount and type of inks for best results.  
Specifications and color sequences for wet and dry proofs.  
Study and full observance of publication standards.

Working with journeymen in these branches to evaluate a keener sense of photo-mechanical science.

## RELATED INSTRUCTION

Where possible and practical, provision shall be made for schoolroom instruction of apprentices. Each apprentice shall enroll and attend classes not less than 144 hours per year. Time spent in related instruction shall not be classed as hours of work.

Where no suitable classroom instruction is available or where the number of apprentices is not adequate, the necessary technical instruction will be provided apprentices on the job during the term of apprenticeship.

The Committee shall cooperate upon request with educational authorities in working out courses of study for the apprentices.

The most recent technical publication on photoengraving is Modern Photoengraving by Flader and Mertle, both of whom are well known in the industry. In this book there is reference to a number of other publications dealing with the technical phases of photoengraving. The use of all such publications will be found useful for text and reference material for those engaged in the photoengraving industry.

The local standards should provide:

In case of failure on the part of any apprentice to fulfill his obligations as to school attendance, the Committee may suspend or cancel his agreement; and

The employer agrees to carry out the instructions of the Committee in this respect, and the apprentice and his parent or guardian agree to abide by any such determination of said Committee; and

Each apprentice shall be requested to present his registration and school attendance record as evidence of faithful performance of duty. This record shall be presented to the Committee before each promotion period.

## **INSTRUCTORS**

Apprentices shall be supervised at school by such staff as the educational authorities may provide for them.

The Committee shall recommend the names of men who, in their opinion, are qualified to instruct the apprentice classes, as a means of assisting in the selection of an instructor.

## **PERIODIC EXAMINATIONS**

An examination of apprentices shall be given at such times as are determined by the Committee. In these examinations consideration shall be given to school attendance and daily employment records of the apprentice.

## **HOURS OF WORK**

Work hours for apprentices shall be the same as for the journeymen of the craft who are employed in the shop, and they shall be subject to the other general conditions of employment applicable to journeymen.

## **WAGE RATES**

Apprentice wage rates shall be in accordance with collective bargaining agreements where such apply. In other instances apprentice wage rates shall be in accordance with standards prevailing in the industry in the particular section involved.



## **RATIO OF APPRENTICES TO JOURNEYMEN**

In establishments covered by bargaining agreements the apprentice ratio contained therein shall apply; in other cases the Committee shall determine the ratio in accordance with that generally recognized in the locality involved.

## **SUPERVISION**

The Committee and the employer shall cooperate in designating a particular person (this may be shop superintendent, foreman, or a journeyman) to be known as Supervisor of Apprentices. He shall be responsible for carrying out the apprenticeship and, in collaboration with the foreman, shall arrange for apprentices to be moved from one process to another so they may be given all-around work experience.

## **GRANTING OF CERTIFICATE OF COMPLETION OF APPRENTICESHIP**

The Committee will request the Registration Agency to award Certificates of Completion of Apprenticeship to apprentices who successfully complete the apprenticeship, pass all tests and otherwise fulfill the requirements of these standards.

## **ADJUSTMENT OF DIFFERENCES**

Any disagreement between the parties hereto shall be referred to the Committee whose decision shall be final and conclusive. It is understood this provision applies to apprenticeship problems only.

## **MODIFICATION OF STANDARDS**

These standards may be modified at any time by action of the Committee, subject to approval by participating parties. Such modifications shall not alter apprenticeship agreements in effect at the time of the change without the express consent of the parties to such agreements. Such modifications are to be approved by the Registration Agency.

## **BARGAINING AGREEMENT**

These standards are signed with the understanding that if any difference with the bargaining agreement and these standards should arise, the bargaining agreement shall be paramount.

# APPRENTICESHIP AGREEMENT

## Between Apprentice and Employer

### (Front View)

Veteran: Yes ..... No ...  
V. A. No .....  
P. L. 16 ..... P. L. 346 ...  
Married ..... Single .....  
Number of dependents .....

THIS AGREEMENT, entered into this ..... day of ....., 19....  
between ....., hereinafter termed the EMPLOYER, and

(Name of employer)

....., born ....., hereinafter

(Name of apprentice)

(Month) (Day) (Year)

termed the APPRENTICE, and (if a minor), .....

(Name of parent or guardian)

hereinafter referred to as the GUARDIAN.

WITNESSETH THAT: The EMPLOYER agrees to employ and train the APPREN-  
TICE, and the APPRENTICE agrees to apply himself diligently and faithfully to  
the work of the trade named herein during the period of apprenticeship, in ac-  
cordance with the terms and conditions of the .....

(Name of Apprenticeship Standards)

incorporated in and made a part of this agreement; or, as covered by the terms and  
conditions on the reverse side of this agreement.

Trade ..... Term of apprenticeship .....

(Hours or years)

Credit for previous trade training or experience ..... Apprenticeship remain-

(Hours or years)

ing ..... Explanation, if any, of credit granted: .....

(Hours or years)

This agreement may be canceled at any time by either party thereto, by filing  
notice of such cancellation and the reason therefor with the Registration Agency  
named below.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals:

..... [SEAL] .....

(Apprentice)

(Name of employer-company)

.....

(Address)

(Address)

..... [SEAL]

(Parent or guardian)

..... [SEAL]

(Authorized official)

Date .....

Date .....

Approved by ..... Joint Apprenticeship Committee, on

Date ..... by ..... [SEAL]

(Chairman or secretary)

Registered by ....., on

(Name of Registration Agency)

Date ..... by ..... [SEAL]

(Title)

# APPRENTICESHIP AGREEMENT

Between Apprentice and Employer

(Back View)

## TERMS AND CONDITIONS

1. Term of Apprenticeship and Period of Probation:  
(a) Total term ..... calendar years, or ..... hours  
(b) Probationary period, ..... months, or ..... hours
2. Work of the Trade in Which the Apprentice Is To Receive Adequately Supervised Instruction and Experience, of Which a Record Will Be Kept:  
(a) LIST HERE: Major processes, branches, or phases of the trade to be taught apprentice:  
(b) LIST HERE: Approximate time, in hours, months, or percent of apprenticeship:
3. Progressively Increasing Wage Scale To Be Paid the Apprentice:  
(Scale may be expressed in money or percent of journeyman's rate)  

1st 1,000 hours (6 months) .....	7th 1,000 hours (6 months) .....
2d 1,000 hours (6 months) .....	8th 1,000 hours (6 months) .....
3d 1,000 hours (6 months) .....	9th 1,000 hours (6 months) .....
4th 1,000 hours (6 months) .....	10th 1,000 hours (6 months) .....
5th 1,000 hours (6 months) .....	11th 1,000 hours (6 months) .....
6th 1,000 hours (6 months) .....	12th 1,000 hours (6 months) .....

Journeyman's rate as of ..... is \$.....
4. Number of Hours per Week or per Day To Be Worked by the Apprentice:  
(Actual overtime hours, if any, to be credited toward apprenticeship term)  
(a) Hours per week ..... (b) Hours per day .....
5. Number of Hours of Related Classroom Instruction:  
(144 hours per year—4 hours per week during regular school year, is normally considered necessary. Where classes are not available through the local school, other trade, industrial, or correspondence courses of equivalent value may be substituted)  
(a) ..... week ..... year (b) School or course .....
6. Other Provisions:  
(A Certificate of Completion will be granted the apprentice by the Registration Agency upon satisfactory completion of the apprenticeship, in accordance with standards covered herein)

# APPRENTICESHIP AGREEMENT

Between Apprentice and Joint Apprenticeship Committee

(Front View)

THIS AGREEMENT, entered into this ..... day of ....., 19...  
between the parties to ..... represented by the  
(Name of local apprenticeship standards)  
Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and  
..... born ....., hereinafter referred to as  
(Name of apprentice) (Month) (Day) (Year)  
the APPRENTICE, and (if a minor) ....., hereinafter referred  
(Name of parent or guardian)  
to as his GUARDIAN.

WITNESSETH THAT:

The Committee agrees to be responsible for the placement and training of said  
apprentice in the trade of ..... as work is available, and in con-  
sideration said apprentice agrees diligently and faithfully to perform the work in-  
cidental to the said trade during the period of apprenticeship, in accordance with  
the regulations of the Committee. The Apprenticeship Standards referred to  
herein are hereby incorporated in and made a part of this agreement.

Credit for previous experience {Hours. Apprenticeship remaining. .... {Hours.  
at trade, if any. .... {Years. .... {Years.

Other conditions .....

In witness whereof the parties hereunto set their hands and seals:

..... [SEAL]	..... [SEAL]
(Apprentice)	(Representative of Joint Appren-
.....	ticeship Committee)
(Address)	.....
..... [SEAL]	(Title)
(Parent or guardian)	(Representative of Joint Appren-
	ticeship Committee)
	..... [SEAL]
	(Title)

Registered by the .....  
(Name of registration agency)

By ..... Title ..... Date ....., 19...

Available through Bureau of Apprenticeship, U. S. Department of Labor,  
Washington, D. C.

# APPRENTICESHIP AGREEMENT

Between Apprentice and Joint Apprenticeship Committee

(Back View)

The undersigned agrees to provide employment and training in accordance with standards named herein.

.....  
(Employer)

.....  
(Address)

.....  
(Employer)

.....  
(Address)

.....  
(Employer)

.....  
(Address)

.....  
(Employer)

.....  
(Address)



*Certificates of Completion of Apprenticeship, awarded to apprentices when they have completed their training, are issued by the State apprenticeship agency or the Bureau of Apprenticeship in States in which no such agency is established.*



## AMERICAN PHOTOENGRAVERS ASSOCIATION

GENERAL OFFICES • 166 WEST VAN BUREN STREET • CHICAGO 4 • ILLINOIS

W. K. JAMES, *President*  
D. H. MURNIK, *First Vice-Pres.*  
PETER SCHOTANUS, *Second Vice-Pres.*  
C. G. ROHRIG, *Secy.-Treas.*

W. K. JAMES, *President*  
29 North Sixth Street  
Philadelphia 6, Pa.

### TO ALL EMPLOYERS IN THE PHOTOENGRAVING INDUSTRY:

The American Photoengravers Association has collaborated with the International Photoengravers' Union of North America in preparing National Standards of Apprenticeship for the Commercial Photoengraving Industry. The purpose of these National Standards is to bring about some uniformity within the industry on this important matter. It is anticipated that these standards, as a guide, will be of assistance to everybody concerned in the development of competent craftsmen to staff our plants.

Ours is an industry which involves, now more than ever before, considerable investment in expensive machinery, equipment and materials, and one in which technological advancements are constantly taking place. So that we may operate our plants profitably we must have proficient craftsmen to perform the high skills of the trade. It is essential that both employers and craftsmen keep abreast of the trends in the industry so that we may uniformly produce the high quality products demanded of us and required by our customers.

We are convinced that a sound apprenticeship system is necessary for our continued success and that the establishment of such a system as outlined herein will redound to the benefit of the Commercial Photoengraving Industry and every person employed in the production of photoengravings for letterpress printing.

Very truly yours,

Wallaston K. James, President

INTERNATIONAL  
*Photo Engravers*  
Union  
OF NORTH AMERICA

CHARTERED A. F. OF L. MAY 20, 1904  
ORGANIZED OCT. 22, 1900



EDWARD J. VOLZ, PRESIDENT  
MATTHEW WOLL, 1ST VICE-PRES.  
FRANK O. SMITH, 2ND VICE-PRES.  
WILFRIED T. CONNELL, 3RD VICE-PRES.  
WILLIAM H. GRAY, 4TH VICE-PRES.  
J. ARTHUR REHAGE, 5TH VICE-PRES.  
HENRY F. SCHMAL, SEC'Y-TREAS.

OFFICE OF PRESIDENT

ROOM 1110  
292 MADISON AVENUE • NEW YORK 17, N. Y.  
TELEPHONE LEXINGTON 2-4203

January 7, 1953

To Officers and Members of Local Unions,  
International Photo-Engravers' Union of N.A.

Greetings:

May I again call attention to the NATIONAL APPRENTICESHIP STANDARDS for the COMMERCIAL BRANCH of the PHOTO-ENGRAVING INDUSTRY. These Standards were jointly formulated by the Executive Committee of the American Photo Engravers Association and the Executive Council of this International Union in cooperation with the Bureau of Apprenticeship of the United States Department of Labor, which has given its approval.

These are basic Standards and subject to modification through local agreement. They are presented for consideration by local unions and employer groups in the industry interested in the adoption of joint apprentice-training programs. Likewise in instances where previously accepted Standards are to be reconsidered or revised.

The Standards as submitted, will where adopted prove a sound and progressive procedure for apprentice training.

With best wishes, I remain

Fraternally yours,

Edward J. Volz, President  
INTERNATIONAL PHOTO-ENGRAVERS' UNION OF N. A.

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OEIU  
#153





# Certificate of Registration

## *Apprenticeship Standards*

This certifies that the program of apprenticeship named below has been registered as part of the National Apprenticeship Program in accordance with the standards recommended by the

### *Federal Committee on Apprenticeship*

NATIONAL APPRENTICESHIP STANDARDS FOR COMMERCIAL ESTABLISHMENTS IN THE PHOTO-ENGRAVING INDUSTRY  
(Jointly Sponsored by The American Photo-Engravers' Association)  
(and The International Photo-Engravers' Union of North America)  
for the trade classification of  
Name PHOTO-ENGRAVER

City

State Nation Wide

Date August 1, 1949

Registry No. 72261-A

*Wm J. Patterson*

Director, Apprentices-Training Service

U. S. Department of Labor

**REGIONAL OFFICES  
BUREAU OF APPRENTICESHIP  
U. S. DEPARTMENT OF LABOR**

For information regarding the services of field representatives of the Bureau of Apprenticeship in the establishment of apprenticeship systems communicate with the nearest office listed below:

**REGION I**

(Maine, New Hampshire, Vermont,  
Massachusetts, Rhode Island, Con-  
necticut)

Joseph E. Johnson, Regional Director,  
Room 501, 18 Oliver Street,  
Boston 10, Mass.

**REGION II**

(New York, New Jersey)

Richard L. O'Hara, Regional Director,  
Room 1318, 270 Broadway,  
New York 7, N. Y.

**REGION III**

(Pennsylvania, Delaware)

Thomas P. Kenney, Regional Director,  
Room 801, Lafayette Building,  
437 Chestnut Street,  
Philadelphia 6, Pa.

**REGION IV**

(Maryland, Virginia, West Virginia,  
North Carolina, District of Columbia)

Robert F. Handley, Regional Director,  
101-105 South Fifth Street,  
Richmond, Va.

**REGION V**

(South Carolina, Tennessee, Georgia,  
Mississippi, Florida, Alabama)

Charles N. Conner, Regional Director,  
Room 657, Peachtree and Seventh Street  
Building,  
50 Seventh Street,  
Atlanta 3, Ga.

**REGION VI**

(Ohio, Michigan, Kentucky)

John R. Newland, Regional Director,  
Room 506, Ninth, Chester Building,  
Cleveland 14, Ohio.

**REGION VII**

(Illinois, Indiana, Wisconsin)

Cecil L. Utterback, Regional Director,  
1000 Bankers' Building,  
105 West Adams Street,  
Chicago 3, Ill.

**REGION VIII**

(North Dakota, South Dakota, Minne-  
sota, Montana)

John F. Barrett, Regional Director,  
410 Northwestern Federal Building,  
730 Hennepin Avenue,  
Minneapolis 3, Minn.

**REGION IX**

(Missouri, Kansas, Nebraska, Iowa)

Taylor F. Custer, Regional Director,  
Room 1509, Federal Office Building,  
911 Walnut Street,  
Kansas City 6, Mo.

**REGION X**

(Louisiana, Texas, Oklahoma,  
Arkansas)

Travis J. Lewis, Regional Director,  
Room 520, Fidelity Building,  
Dallas 2, Tex.

## **REGION XI**

(Utah, Wyoming, Colorado, New  
Mexico)

Clifford B. Noxon, Regional Director,  
Room 412, New Custom House,  
19th and Stout Streets,  
Denver 2, Colo.

## **REGION XII**

(Arizona, Nevada, California)

Broncel R. Mathis, Regional Director,  
Room 740, Flood Building,  
870 Market Street,  
San Francisco 2, Calif.

## **REGION XIII**

(Idaho, Washington, Oregon)

Walter E. Griffin, Regional Director,  
Room 608, Federal Office Building,  
1st and Marion Streets,  
Seattle 4, Wash.

## **TERRITORIAL REPRESENTATIVES**

Bureau of Apprenticeship

Alaska:

Eugene W. Norton,  
P. O. Box 322,  
Anchorage, Alaska.

Hawaii:

Bernard P. Ney,  
339 Federal Building,  
Honolulu, T. H.

## **NATIONAL CONSULTANT ON APPRENTICESHIP IN PHOTOENGRAVING INDUSTRY**

EDW. E. GOSHEN, *Deputy Director*

BUREAU OF APPRENTICESHIP

U. S. Department of Labor  
Washington, D. C.

## STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

John T. Weir, Secretary,  
Arizona Apprenticeship Council,  
Room 406, State Capitol Building,  
Phoenix, Ariz.\*

Archie J. Mooney, Chief,  
Division of Apprenticeship Standards,  
Department of Industrial Relations,  
69 Ninth Street,  
San Francisco, Calif.\*

Thomas Yoczik, Chief,  
Apprentice Training Division,  
Department of Labor,  
92 Farmington Avenue,  
Hartford, Conn.

Gino Simi, Director,  
D. C. Apprenticeship Council,  
Room 416, Library Administration  
Building,  
Washington, D. C.\*

R. G. Phifer, Executive Secretary,  
Florida Apprenticeship Council,  
Industrial Commission,  
116 Caldwell Building,  
Tallahassee, Fla.\*

Abner Deane,  
Director of Apprenticeship,  
Department of Labor and Industrial  
Relations,  
825 Mililani Street,  
Honolulu, T. H.\*

M. L. Gilbert, Secretary,  
Iowa Apprenticeship Council,  
Bureau of Labor,  
State House,  
Des Moines, Iowa.

Leonard Williams, Acting Secretary,  
Kansas Apprenticeship Council,  
401 Topeka Boulevard,  
Topeka, Kans.

Edwin C. Willis, Chairman,  
Kentucky Apprenticeship Council,

Department of Industrial Relations,  
Frankfort, Ky.\*

R. I. Conran,  
Director of Apprenticeship,  
Department of Labor,  
State Capitol,  
Baton Rouge, La.\*

Carl T. Russell, Secretary,  
Main Apprenticeship Council,  
Department of Labor and Industry,  
Vickery and Hill Building,  
Augusta, Maine.\*

Hubert L. Connor, Director,  
Division of Apprentice Training,  
Department of Labor and Industries,  
Room 312, 41 Tremont Street,  
Boston, Mass.\*

Frank G. Musala, Director,  
Division of Voluntary Apprenticeship,  
Department of Labor and Industry,  
137 State Office Building,  
St. Paul, Minn.\*

James F. O'Brien, Chairman,  
Montana Apprenticeship Council,  
Carpenters' Hall,  
West Granite Street,  
Butte, Mont.\*

John H. Symonds, Chairman,  
New Hampshire Apprenticeship  
Council,  
15 Chestnut Court,  
Concord, N. H.\*

C. W. Burrell,  
Director of Apprenticeship,  
New Mexico Apprenticeship Council,  
Santa Fe, N. Mex.\*

David Greelis,  
Director of Apprenticeship,  
Department of Labor,  
40 Howard Street,  
Albany, N. Y.\*

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\*State apprenticeship law enacted.

D. W. Everett, Secretary,  
Nevada Apprenticeship Council,  
Department of Labor,  
Capitol Annex,  
Carson City, Nev.\*

C. L. Beddingfield, Director,  
Division of Apprenticeship Training,  
Department of Labor,  
Raleigh, N. C.\*

John F. Kostyo, Executive Secretary,  
Ohio Apprenticeship Council,  
815 State Office Building,  
Columbus, Ohio

A. C. Hoggan, Director,  
Oregon Apprenticeship Council,  
Bureau of Labor,  
136 State Office Building,  
1400 SW. Fifth Avenue,  
Portland 1, Oreg.\*

James A. Sipe, Secretary,  
Pennsylvania Apprenticeship Council,  
Department of Labor and Industry,  
305-A South Office Building,  
Harrisburg, Pa.

Luis Saldana Fonollosa, Acting Director,  
Apprenticeship Division,  
Insular Department of Labor,  
San Juan 8, P. R.\*

Clarence E. Sherman, Chairman,  
Rhode Island Apprenticeship Council,  
Providence Public Library,  
220 Washington Street,  
Providence, R. I.

Arlene R. Smith, Acting Director,  
Utah Apprenticeship Council,  
Industrial Commission,  
Salt Lake City, Utah.\*

Albert Frazer, Secretary,  
Vermont Apprenticeship Council,  
Department of Industrial Relations,  
Montpelier, Vt.\*

Robert H. Wilson, Director,  
Virginia Apprenticeship Council,  
P. O. Box 1814,  
Main Street Office Building,  
12th and Main Streets,  
Richmond, Va.\*

John E. Vance,  
Supervisor of Apprenticeship,  
Department of Labor and Industries,  
313 New Field Artillery Armory,  
305 Harrison Street,  
Seattle 9, Wash.\*

Walter F. Simon, Director,  
Apprenticeship Department,  
Wisconsin Industrial Commission,  
1 West Wilson Street,  
Madison, Wis.\*

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\*State apprenticeship law enacted.

## OTHER PUBLICATIONS AVAILABLE

Copies of any of the following publications may be obtained by writing to the nearest regional office listed in this pamphlet, or to Bureau of Apprenticeship, U. S. Department of Labor, Washington 25, D. C.

**NATIONAL APPRENTICESHIP STANDARDS FOR PHOTO-ENGRAVERS IN THE NEWSPAPER PUBLISHING BUSINESS:** 28-page booklet containing national apprenticeship standards for the guidance of employers and labor in the newspaper publishing business in establishing and conducting systems of apprentice training. Includes provisions of an apprenticeship program, and functions of local joint apprenticeship committees.

**THE NATIONAL APPRENTICESHIP PROGRAM: 1953 Edition.** Review of development of apprenticeship in this country, with a list of skilled occupations in which apprentice training is given. Explanation of functions of Bureau of Apprenticeship, Federal Committee on Apprenticeship, State apprenticeship agencies, National, State, and local apprenticeship committees.

**APPRENTICESHIP PAYS DIVIDENDS:** A brief pamphlet, especially designed for employers—reading time 3 minutes—giving ten ways in which apprenticeship nets worthwhile profits.

**LOOKING AHEAD BY WAY OF APPRENTICESHIP:** A simply expressed explanation of apprentice training and its advantages to young men in equipping them for careers as craftsmen in the skilled trades. Also explains the functions of joint management-labor apprenticeship committees, Bureau of Apprenticeship and State apprenticeship agencies.

**APPRENTICESHIP—WHAT IT IS AND WHAT IT OFFERS:** Comprehensive explanation of what apprentice training is, the qualifications for employment as apprentices, importance of apprenticeship in development of skilled manpower for defense production and the trades in which there are the greatest opportunities. Reprinted from *OCCUPATIONAL TRENDS*.

### *Technical Bulletins*

**LABOR-MANAGEMENT PARTICIPATION IN AREA-WIDE APPRENTICESHIP SYSTEMS** (Technical Bulletin No. T-136, April 1953).

**REGISTERED APPRENTICES IN THE UNITED STATES:** Detailed Occupational Distribution, June, 1952—(Technical Bulletin T-134).

**APPRENTICE COMPLETION? OR CANCELLATION?** (Technical Bulletin T-130).

**AGE AND VETERAN STATUS OF APPRENTICES** (Technical Bulletin No. T-133) Nov., 1951.

*Obtainable Through Superintendent of Documents*

The following booklet may be obtained by writing to the Superintendent of Documents, United States Government Printing Office, Washington 25, D. C.

APPRENTICESHIP PAST AND PRESENT—A STORY OF APPRENTICE TRAINING IN THE SKILLED TRADES SINCE COLONIAL DAYS: A 28-page, illustrated, popularly written booklet describing the development of apprentice training procedures and systems since Colonial days. It contrasts the antiquated methods of the past with those adopted today by employers and labor throughout American industry. Cited for comparison with present-day apprenticeship agreements are apprentice indentures dated 1640, 1832, 1869, and 1883. Described in the booklet are the experiences of Benjamin Franklin as an apprentice in 1716 and of apprentices in subsequent years. 15 cents a copy.











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